



City of Duluth
Planning Division

411 West First Street • Room 208 • Duluth, Minnesota 55802-1197
218-730-5580 • Fax: 218-730-5904 • www.duluthmn.gov

An Equal Opportunity Employer

MEMORANDUM

DATE: March 5, 2014
TO: Planning Commissioners
FROM: Steven Robertson, Senior Planner
SUBJECT: Interim Amendments to the Bylaws

At the annual meeting on February 26, 2014, there was discussion on the two proposed amendments to the bylaws. The Commissioners are asked to consider the proposal for action at the April 11, 2014, regular meeting (to provide for 30 days advance written notice). The proposed language is listed below in bold and underline, and the amendment process is at the end of this memo.

ARTICLE IV - MEMBERSHIP

4.1 Establishment. The membership of the Commission, manner of selection, qualifications for membership, removal and payment of Commission expenses are provided for in Ordinance 1809 as amended by Ordinance 9985, Section 50-36.2 of the Duluth Legislative Code and Sec. 27 of the city charter.

4.2 Absenteeism. If any member fails to attend three **consecutive** regular meetings of the Commission **during a term year**, notice may be forwarded to the Mayor and Council with the request for removal of such member from the Commission at the discretion of the Commission president.

ARTICLE VII - MEETINGS

7.1 **Annual Meetings.** An annual organizational meeting shall be held in February of each year. Election of officers shall be conducted and proposed amendments to bylaws may be acted upon.

7.2 **Regular Meetings.** Regular meetings of the Commission shall be held on the second Tuesday. In the event that the regular meeting date falls on a legal holiday, the meeting shall be held on the following day.

7.3 **Public Hearings.** All public hearings shall be held at 5:00 p.m. **unless otherwise indicated on the posted agenda.**

7.4 **Special Meetings.** Special meetings may be called at the discretion of the President, or at the written request of at least five members who shall convey such request to the Secretary.

7.5 **Notice of Meetings.** Notice in writing of annual meetings setting forth the time and place thereof shall be delivered to all Commission members at least ten days in advance of such meetings; notice in writing of each regular meeting shall be sent to all Commission members at least three days in advance of such meeting and notice in writing of any special meeting shall be sent to all Commission members at least one day prior to such meeting and shall state the time, place and purpose of such meeting.

12.1 Amendment procedure.

(a) Amendments considered at the annual meeting. These bylaws may be amended at the annual meeting by a majority vote of the membership in attendance. A copy of the proposed amendment shall be distributed to the commission members with the meeting notice.

(b) Interim Amendment Procedure. Amendments to these bylaws which are considered at a meeting other than the annual meeting shall be known as interim amendments. No interim amendment shall be considered unless each commissioner receives at least thirty (30) days written notice of the motion to amend, including the date, time and place of the meeting at which such motion shall be considered, and a written copy of the proposed amendment. Interim amendments require two-thirds vote of the entire membership of the Commission currently serving for passage; and in such instance only, Commission members will be allowed to vote by written proxy.